

# County of Yolo

## Administrative Policies and Procedures Manual

TITLE: VEHICLE POLICY	DEPARTMENT: COMMUNITY SERVICES
TYPE: POLICY	DATE: TBD

### A. INTRODUCTION

Yolo County operates in a decentralized vehicle operations framework, with documentation and maintenance services provided by Fleet Services; and with other functional areas of vehicle management assigned to individual departments. Therefore, providing proper management and oversight of all aspects of vehicles and related equipment is a combined effort.

This Policy and accompanying Procedures define roles and responsibilities of individual County departments which own, operate, deploy, and store the vehicle(s), as well as the roles and responsibilities of Fleet Services.

Related Procedures:

- Vehicle Purchasing Procedure
- Vehicle Use, Safety and Accidents

### B. GENERAL

1. Purpose: The purpose of this policy is to direct efforts toward efficient, cost effective, and compliant operations for use of County Vehicles and related equipment. This policy also attempts to define roles and responsibilities of departments who “own” vehicles and equipment as well as the services provided by Fleet Services.
2. Applicability  
This policy applies to all county vehicles and major mobile equipment. The following describes equipment characteristics which may warrant Fleet Services oversight and/or management:
  - a. self-propelled (excluding airplanes, helicopters, drones and similar)
  - b. mobile equipment
  - c. powered by an engine, motor, or power supply of 25hp or more
  - d. on-road equipment
  - e. non-highway equipment requiring registration or regulatory reporting
  - f. purchase price of \$5,000 or more

### C. RESPONSIBILITIES

General: County vehicles shall only be used for official County business. County and privately owned vehicles utilized for County business shall be operated in accordance with all safety and legal requirements of the County, State, and any other jurisdiction in which they are operated.

The following information serves to define various roles and responsibilities.

1. The County Administrative Officer (CAO) is responsible for directing the implementation and enforcement of this policy.

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2. The Fleet Services Division coordinates with all departments in implementing this policy. The Fleet Service Superintendent is responsible for coordinating all vehicle acquisition, maintenance, and repair of County vehicles, as well as resolve service delivery issues.
3. All Departments play a role in fleet management and compliance with this policy. The following table provides areas of responsibilities for various stakeholders:

Responsibility/Duty	Responsible Department/Division	Support/Assistance	Reference
Policy implementation and compliance	CAO	Fleet Services	Section C of this Policy
Vehicle maintenance, repair / service, & fuel contracts.	Fleet Services	All Departments	Throughout this Policy, Related Procedures, & County Code, Title 2, Chapter 8
Driver training	Managers and Supervisors of Departments	Human Resources Yolo Training Academy	Section G3 of this Policy, and Vehicle Use, Safety and Accident Procedure
Vehicle equipment rental	All Departments		Section I of this Policy
Vehicle use and safety	All Departments	Risk Manager, Fleet Services	Procedure, & County Code, Title 2, Chapter 8
Accident response and reporting	All Departments	Risk Manager, Fleet Services	Vehicle Use, Safety, and Accident Procedure
Vehicle Security	All Departments	General Services	Section D of this Policy
Procurement	All Departments	DFS Procurement, Fleet Services	Vehicle Purchasing Procedure
Sustainable Fleet	All Departments	DFS, General Services, Fleet Services	Section E of this Policy, and Vehicle Purchasing Procedure
Asset Accountability	All Departments	DFS, Fleet Services	Section H of this Policy
Fuel card information and use	Fleet Services and Departments	DFS Procurement	Vehicle Use, Safety, and Accident Procedure
Maintenance and Repair	Fleet Services	Department contacts and drivers	Section F of this Policy

### D. VEHICLE STORAGE AND SECURITY

Vehicles should be parked and stored in secure location when not in use to reduce the threat of theft and vandalism. Lots where vehicles are parked when not in use should provide secure fencing and, controlled access, if possible. The Department with ownership of the vehicle is responsible for vehicle security. The General Services Department may be consulted for fencing or other secure enclosure

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options; and the Department of Innovation and Technology Services may be consulted for video surveillance. Some County vehicles are not parked on County-owned property when not in use. Therefore, it is understood there are special circumstances where a secure vehicle enclosure and surveillance video equipment is not practical or available.

Other recommendations:

1. Lot lighting should be considered to aid staff's vehicle access, as well as improve the effect of video surveillance.
2. Managers and Supervisors are responsible for ensuring vehicles authorized for overnight retention are parked in compliance with Yolo County Code, Title 2, Chapter 8, Article 5, including security provision.

### E. VEHICLE PROCUREMENT

1. General: All vehicle purchases shall follow Department of Financial Services budgetary requirements; and the Vehicle Purchasing Procedure.
  - a. Sustainable Fleet: It is the intent of the County to be "carbon negative" by the year 2030, and committing to low or no emission vehicles is key to achieving this goal. Additionally, State laws are changing, which may require or encourage low emission or zero emission vehicles. Therefore, Departments shall endeavor to purchase the most environmentally sustainable option when replacing or purchasing new vehicles, starting with electric, then hybrid and finally combustion. Hybrid or combustion vehicles will only be considered if there is a compelling business reason.
  - b. The County recognizes a barrier to low or no emission vehicles is adequate charging infrastructure. The County will develop a plan to address infrastructure needs. Department lacking charging infrastructure should work with General Services to understand and plan for future infrastructure needs.
  - c. Fleet Services is an available resource of information concerning sustainability, reliability, efficiency, and emissions for various kinds of vehicle makes and models.

### F. VEHICLE MAINTENANCE AND REPAIR

1. Fleet Services administers the scheduling of vehicle maintenance, which includes inspections and servicing. Regular scheduled maintenance extends the life of the vehicle and improves safety by addressing issues before they fail or reduce vehicle performance. Fleet Services maintains service schedules for county vehicles within its internal software system, CAMS, since this function is not available in Infor.
  - a. Departments shall be notified by Fleet Services when vehicle maintenance is due.
  - b. Typical maintenance schedules are every 6 months or 5,000 miles. Seasonal or low mileage vehicles may still receive maintenance twice a year to assure the vehicle is functioning properly. Variations to this policy should be discussed in consultation with the Fleet Superintendent.

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- c. Upon notification of pending service, the department shall arrange service with Fleet Services in a timely manner.
  - d. Deferring or declining vehicle maintenance or repair is not allowed.
  - e. Vehicles not properly maintained may be submitted for surplus.
2. Repair and Mechanical Issues: Repair is to restore the performance or appearance of a vehicle. Repair will be managed by Fleet Services.
  3. Contact Fleet Services for issues requiring diagnosis or repair. Do not drive, or continue to drive with an illuminated warning, i.e., check engine light (CEL) tire pressure warning (TPMS) or any other warning or un-recognized indicator. Do not drive a vehicle exhibiting a notable loss of or change in performance, unusual noise, smoke, steam, or smell. Refer to the Vehicle Use, Safety and Accident Procedure for more information.
  4. Repair of non-mechanical, aesthetic issues (i.e., peeling paint, parking lot dings) may be left to Department discretion considering the image of the County and being cognizant of the contributors to the vehicle’s diminished appearance (i.e., age, lack of reasonable care by users).

**G. VEHICLE MANAGEMENT**

1. Departments shall maintain the minimum quantity of vehicles needed to serve department needs.
2. Vehicles that are “low use” shall be removed from department’s fleets. Replacement of “low use” vehicles shall require additional justification through the procurement process. “Low use” vehicles are defined as vehicles averaging less than 400 miles per month.
3. Department Managers and Supervisors shall assure employees assigned to drive county vehicles are properly trained. Refer to the Vehicle Use, Safety and Accident Procedure.
4. Department Vehicle Pools: “Pool” vehicle management is recommended and preferred for effective and efficient management of department’s vehicles. Vehicle pools are efficient management methods to reduce the quantity of vehicles without compromising vehicle access. It is recommended the pool vehicles be rotated among employees using department pool vehicles on a regular basis to assure mileage usage is evenly distributed.
5. Large variances between normal and peak needs (such as seasonal needs) should be discussed with Fleet Services, to identify if demand may be met by Fleet Services pool, rental or other method.
6. Drivers shall maintain vehicles cleanliness
7. Drivers shall report mechanical concerns and any damage to their Supervisors.
8. Department Directors shall maintain a modern and reliable fleet by replacing aged and high mileage vehicles as per Fleet Services recommendations
9. Individual departments may adopt their own internal policies and procedures for vehicle operation, use, and detail use (i.e., pool management). Department policies shall be in compliance with this Policy and the County Code of Ordinances Title 1, Chapter 8 as well as other applicable County directives and federal and state directives.
10. Central Pool -Fleet Services can provide a central vehicle pool for use by all County employees, if

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the demand supports one. A central pool can reduce the total number of County vehicles while providing vehicles when the need is infrequent, or seasonal. Contact Fleet Services for vehicle availability and when planning for future vehicle needs. Departments are encouraged to transfer low use / underutilized vehicles to Fleet Services to manage within a central pool.

o Conditions for Use of Pool Vehicles

- Supervisor’s confirmation that the employee needs the vehicle for conducting of official County business.
  - Driver must show a valid California driver’s license.
  - Department completes required billing information
11. Vehicle accident reporting: Accident response and reporting is detailed in Vehicle, Use, Safety, and Accidents Procedure.
  12. Vehicle vandalism or other damage: Vehicle vandalism shall be reported to law enforcement and Fleet Services.
  13. Fleet Services will contact YCPARMIA regarding the damages to the vehicle when damages are substantial enough to be reported.

### H. VEHICLE/ EQUIPMENT ACCOUNTABILITY

1. All County vehicles and most equipment receiving Fleet Services oversight are considered County assets and are inventoried within INFOR. INFOR shall be considered the Source of record for inventories and audits. Departments shall maintain vehicle inventories and account for their assets as directed by DFS. Toward that effort:
  - a. “Owners” may use reasonable evidence to satisfy inventory requirements:
    - Check out/ use logs
    - GPS reports
    - Incident/ accident reports.
  - b. Departments may request Fleet Division data concerning recent vehicle locations:
    - Fueling
    - Service repair
    - invoices identifying the item by VIN, serial number, or other inarguable identification by a third party.
    - Review of vehicle receipt (if new), transfers or surplus documents.
2. Special reporting requirements required by Grantors or other outside funding shall be the responsibility of the Department/owner.
3. All Departments are responsible for assuring their vehicle inventories are accurate by reconciling inventories annually during the budget preparation process.

### I. VEHICLE RENTAL

1. For car rental, departments should coordinate with their internal travel coordinator for vehicle rental and refer to the Travel and Expense Reimbursement Policy.